

# PROGRAM OPPORTUNITY NOTICE

## Centers for Alternative Fuels and Advanced Vehicle Technology in Central California



PON-14-606

[www.energy.ca.gov/contracts/index.html](http://www.energy.ca.gov/contracts/index.html)

State of California

California Energy Commission

January 2015

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# I. Introduction

## PURPOSE OF SOLICITATION

The California Energy Commission (Energy Commission) Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) announces the availability of up to \$1,194,659 in grant funds to develop a new center or expand an existing center for alternative fuels and advanced vehicle technologies in Central California.

The purpose of this solicitation is to unify activities that may provide future development and expansion of alternative fuels and advanced vehicle technologies through collaboration with existing and new centers in Central California.

## BACKGROUND

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the ARFVTP. The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), authorizes the Energy Commission to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies.

The ARFVT Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

## KEY ACTIVITIES AND DATES

Key activities including dates and times for this solicitation are presented below. An addendum will be released if the dates change for the asterisked (\*) activities.

ACTIVITY	ACTION DATE
Solicitation Release	January 15, 2015
Deadline for Written Questions*	January 30, 2015
Pre-Application Workshop*	January 29, 2015
Distribute Questions/Answers and Addenda (if any) to solicitation	February 6, 2015
<b>Deadline to Submit Applications by 3:00 p.m.*</b>	February 27, 2015
Anticipated Notice of Proposed Award Posting Date	March 20, 2015
Anticipated Energy Commission Business Meeting Date	April/May 2015
Anticipated Agreement Start Date	June 2015

## HOW AWARD IS DETERMINED

**Competitive Solicitation:** Applicants compete based on selection criteria and are scored and ranked based on those criteria. Funding will be recommended to projects in ranked order for applications obtaining at least the minimum passing score until funds available in this solicitation are exhausted.

If the funds available under this solicitation are insufficient to fully fund a grant proposal, the Energy Commission reserves the right to recommend partially funding that proposal. In this event, the Proposed Applicant/Awardee and Commission Agreement Manager (CAM) shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

## MAXIMUM AWARD AMOUNT AND FUNDING CAP

There is no maximum award amount. However, only \$1,194,659 is currently available for awards resulting from this solicitation.

The Energy Commission, at its sole discretion, reserves the right to increase or decrease, or otherwise alter, the amount of funds available under this solicitation.

## PRE-APPLICATION WORKSHOP

There will be one Pre-Application Workshop; participation in this meeting is optional but encouraged. The Pre-Application Workshop will be held through in-person participation, WebEx, and conference call at the date, time and location listed below. Please call (916) 654-4381 or refer to the Energy Commission's website at [www.energy.ca.gov/contracts](http://www.energy.ca.gov/contracts) to confirm the date and time.

**January 29, 2015**

1:00 pm

San Joaquin Valley Air Pollution Control District  
Fresno VTC Room  
1990 E. Gettysburg Ave  
Fresno, CA 93726

Participation through WebEx

For participation through WebEx, the Energy Commission's on-line meeting service, follow the instructions below:

*Computer logon with a direct phone number:*

- Go to <https://energy.webex.com> and enter the unique meeting number **927 945 992**
- When prompted, enter your information and the following meeting password: **meeting@1**
- After you login, a prompt will appear on-screen for you to provide your phone number. In the Number box, type your area code and phone number and click OK to receive a call back on your phone for the audio of the meeting. International callers can use the "Country/Region" button to help make their connection.

*Computer logon for callers with an extension phone number, etc.:*

- Go to <https://energy.webex.com> and enter the unique meeting number **927 945 992**
- When prompted, enter your information and the following meeting password: **meeting@1**
- After you login, a prompt will ask for your phone number. CLICK CANCEL.
- Instead call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the meeting number above and your unique Attendee ID number which is listed in the top left area of your screen after you login. International callers can dial in using the "Show all global call-in numbers" link (also in the top left area).

*Telephone only (no computer access):*

- Call 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number above. International callers can select their number from: <https://energy.webex.com/energy/globalcallin.php>

If you have difficulty joining the meeting, please call the WebEx Technical Support number at 1-866-229-3239. Please be aware that the meeting's WebEx audio and on-screen activity may be recorded.

## **QUESTIONS**

During the solicitation process, questions of clarification about this solicitation must be directed to the Commission Agreement Officer listed in the following section. You may ask questions at the Pre-Application Workshop, and you may submit written questions via mail, electronic mail, and by FAX. However, all questions must be received by 5:00 pm on the date listed in the Key Activities and Dates table earlier in this solicitation.

Question and answer sets will be e-mailed to all parties who attended the Pre-Application Workshop and provided their contact information on the sign-in sheet. The questions and answers will also be posted on the Energy Commission's website at: [www.energy.ca.gov/contracts/index.html](http://www.energy.ca.gov/contracts/index.html).

Any verbal communication with an Energy Commission employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to the Commission Agreement Officer assigned to the solicitation.

## CONTACT INFORMATION

Sandra Raymos, Commission Agreement Officer  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814  
Telephone: (916) 654-4584  
FAX: (916) 654-4423  
E-mail: [Sandra.raymos@energy.ca.gov](mailto:Sandra.raymos@energy.ca.gov)

## REFERENCE DOCUMENTS

- 2013-2014 Investment Plan Update for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2012-008-CMF)  
[www.energy.ca.gov/2012-ALT-2/documents/](http://www.energy.ca.gov/2012-ALT-2/documents/)

## II. Eligibility Requirements

### ELIGIBLE APPLICANTS

This is an open solicitation for public and private entities. Each agreement resulting from this solicitation includes terms and conditions that set forth the recipient's rights and responsibilities. Private sector entities must agree to use the attached standard terms and conditions (Attachment 9). The University of California or U.S. Department of Energy National Laboratories must use either the standard or the pre-negotiated terms and conditions at the following website: [www.energy.ca.gov/contracts/pier.html#piergeneralinfo](http://www.energy.ca.gov/contracts/pier.html#piergeneralinfo). The Energy Commission will not award agreements to non-complying entities. The Energy Commission reserves the right to modify the terms and conditions prior to executing agreements.

To be eligible, Applicants must have a business presence in California. All corporations, limited liability companies (LLCs) and limited partnerships (LPs) are required to register and be in good standing with the California Secretary of State to enter into an agreement with the Energy Commission. If not currently registered with the California Secretary of State, applicants are encouraged to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the application be successful). For more information, contact the Secretary of State's Office via its website at [www.sos.ca.gov](http://www.sos.ca.gov).

### ELIGIBLE PROJECTS

To be an "Eligible Project" for this solicitation, the proposed center must: 1) be located in Central California— San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, or Kern County; 2) support two or more local agencies and businesses within the region; 3) be open to the public without membership fees; and 4) conduct one or more of the following activities:

- **Increase Public Awareness:** The proposed center will conduct regular outreach events, educational workshops, and other activities to increase public awareness and promote adoption and use of alternative fuels and vehicle technologies.
- **Permitting Processes Streamlining and Standardization and CEQA and Permitting Training and Assistance:** Streamline and standardize permitting processes, and provide education about the California Environmental Quality Act (CEQA) and permitting processes to encourage development of alternative fuels and vehicle technology infrastructure.
- **Commercial Outreach and Education:** Conduct regular outreach events and educational workshops targeting fleet owners and operators to promote the adoption and use of alternative fuels and advanced vehicle technologies in regional fleets.
- **Stakeholder Collaboration:** Identify and collaborate with local and regional entities in Central California to develop, demonstrate, and deploy alternative fuels, fueling infrastructure, and/or alternative fueled vehicles.

A center needs to be located within a physical facility and should be focused on increasing alternative fuel and alternative fuel vehicle technologies adoption in Central California. For the purposes of this solicitation:

- Alternative fuels include, but are not limited to electricity, natural gas, biogas, hydrogen, ethanol, biodiesel, and renewable diesel.



- Alternative fueling systems include commercial, institutional and/or residential demonstrations of fuel dispensing systems for the above-listed alternative fuels.
- Alternative vehicle technologies include, but are not limited to:
  - Electric drive cars, trucks, shuttles, buses, or off-road equipment.
  - Natural gas/biogas cars, trucks, shuttles, buses, or off-road equipment.
  - Hydrogen fuel cell cars, trucks, shuttles, buses, or off-road equipment.
  - Various hybrid configurations of the above listed technologies.
  - Technologies for efficiency, emissions reductions, and/or optimization.

The following project types/activities ***ARE NOT*** eligible for funding under this solicitation:

- Feasibility studies to develop a center or feasibility studies on projects to be developed by a center.
- Surveys to determine interest in or the efficacy of having a center.
- **Development of research projects and/or conducting research.**
- Construction or operation of a center whose sole function is developing research projects and/or conducting research.
- Construction/installation of fueling infrastructure.
- Any type of vehicle demonstration.
- Grant writing activities to obtain Energy Commission funding.

Eligible expenditures include, but are not limited to costs to develop, construct, expand, rent/lease, and/or operate the proposed center. These costs may include, but are not limited to:

- Personnel costs for technology specialists, engineers, planners, managers, etc.
- Contracting costs for these same disciplines.
- Equipment and material costs needed for the operation of the activities at the proposed center, excluding food, drink, or entertainment costs.
- Operations and maintenance costs.
- Conducting outreach events, trainings, and providing workshops.
- Grant writing activities to obtain non-Energy Commission funding for the continued support and operation of the proposed center.
- Administrative costs.

## **PARTNERSHIP REQUIREMENTS**

Each proposal shall include a summary of the expected activities to be conducted at the proposed center. In addition, the proposal should contain a plan to recruit key partners along

with a list of expected partnerships. Such partnerships may include, but are not limited to: manufacturers and suppliers of alternative fueling systems and alternative technology vehicles; transit agencies or districts; local and regional school districts; vocational colleges or universities; municipal and regional government entities; not-for-profit organizations; state agencies; or federal agencies.

## **MATCH FUNDING REQUIREMENTS**

There is no minimum match share funding requirement under this solicitation. However, the level of match share funding committed to proposed projects will be evaluated and scored in accordance with the scoring criteria. In addition, the sustainability and viability of center operations will also be evaluated. ***Funds from the Energy Commission (e.g., awards from other Commission programs) cannot count towards the match share requirement.***

Applications with a greater percentage of the total allowable project costs in match share funding will be scored higher than those with lower match share funding. Please see Section IV for scoring criteria.

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subcontractors, or other parties that will be used in performance of the proposed project. Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost. “Total allowable project cost” is the sum of the Energy Commission’s reimbursable share and Recipient’s match share of the project costs. Match share expenditures must adhere to the following requirements:

- A. All match share expenditures must conform to the terms and conditions of this solicitation and the resulting agreement (see Attachment 07).
- B. Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For match share committed by a third-party (i.e., other than the match share committed by the Applicant), Applicant must submit a letter of commitment from each match share partner identifying the source(s) and availability of match funding.
- C. During the term of the agreement, Recipients will be required to document and verify all match share expenditures through invoices submitted to the Energy Commission.
- D. Match share funding may be in the form of cash or in-kind contributions such as donated labor hours, equipment, facilities, and other property.
- E. Equipment, facilities, and property may count as match funds as long as the value of the contribution is based on documented market values or book values, prorated for its value to the project, and depreciated or amortized over the term of the project using standard accounting principles.

Match share expenditures are allowable under an agreement only if they are incurred after the Energy Commission notifies the applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). Match expenditures incurred prior to the approval and signing of an agreement are made at the applicant’s own risk. The Energy Commission is not liable for Applicant’s match share costs if the grant is not approved, if approval is delayed, or if the match share expenditure is not allowable under the terms and conditions of the grant or this solicitation.

### III. Application Format, Required Documents, and Delivery

#### REQUIRED FORMAT FOR AN APPLICATION

This section contains the format requirements and instructions on how to submit an application. The format is prescribed to assist the applicant in meeting State requirements and to enable the Energy Commission to evaluate each application uniformly and fairly. Applicants must follow all application format instructions, answer all questions, and supply all requested data.

All applications submitted under this solicitation must be typed or printed using a standard 11-point font, single-spaced and a blank line between paragraphs. Pages must be numbered and sections titled and printed back-to-back. Spiral or comb binding is preferred and tabs are encouraged. Binders are discouraged. Original of application should be bound only with a binder clip.

#### NUMBER OF COPIES

Applicants must submit the original and two copies of the application.

Applicants must also submit electronic files of the application on **CD-ROM or USB memory stick** along with the paper submittal. Only one CD-ROM or USB memory stick is needed. Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats. Completed Budget Forms, Attachment 5, must be in Excel format. Electronic files submitted via e-mail will not be accepted.

#### PACKAGING AND LABELING

The original and copies of the application must be labeled "Program Opportunity Notice PON-14-606," and include the title of the application.

Include the following label information and deliver your application, in a sealed package:

Person's Name, Phone #  
Applicant's Name  
Street Address  
City, State, Zip Code  
FAX #

PON-14-606  
California Energy Commission  
Contracts, Grants & Loans Office  
1516 Ninth Street, MS-18  
Sacramento, California 95814

#### PREFERRED METHOD FOR DELIVERY

An applicant may deliver an application by:

- U.S. Mail
- In Person
- Courier service

Applications must be delivered to the Energy Commission Contracts, Grants and Loans Office during normal business hours and prior to the date and time specified in this solicitation. Applications received after the specified date and time are considered late and will not be

accepted. **No Exceptions.** Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.

## APPLICATION ORGANIZATION

Item	Attachment Number (if applicable)
Proposal Cover Page	N/A
Table of Contents	N/A
Application Form	Attachment 1
Project Narrative	N/A
Scope of Work	Attachment 2. See Instructions in Attachment 3.
Schedule of Products and Due Dates	Attachment 4
Project Team	N/A
Letters of Support/Commitment	N/A
Budget Forms	Attachment 5. See also G below.
List of Contacts	Attachment 6
CEQA Compliance Form	Attachment 7
Localized Health Impacts Information	Attachment 8
ARFVTP Funding Restriction Certification	Attachment 11

### A. Application Form

Applicants must include a complete and signed Application Form shown in Attachment 1. The application must include an original Application Form signed by an authorized representative of the applicant's organization. This signature certifies that all information in the application is correct and complete to the best of the applicant's knowledge AND that the applicant has read the Terms and Conditions, and will accept them without negotiation if awarded.

The Application Form shall also include, at a minimum, a project description, project goals, and quantitative and measurable objectives to be achieved.

### B. Project Narrative

The Project Narrative must not exceed 20 pages and include a detailed description of the proposed project(s), including the entity that will own and operate the proposed project(s), operational goals and objectives of the proposed project(s), and a list of local agencies and businesses within Central California that will be supported by the proposed center.

Applicants should address each of the scoring criteria described in Section IV providing sufficient, unambiguous detail so that the evaluation team will be able to evaluate the application against each scoring criterion.

Project Narratives must respond directly to each criterion with the headings as titled below, and must include the following information:

#### 1. Relevant Experience and Qualifications

- a. Explain how the project team's qualifications (including relevant expertise, experience, and skill sets) are suitable to the tasks described in the proposed Scope of Work.

- b. Document how the applicant has the ability to meet deadlines and complete milestones associated with large, complex projects, including examples of previously successful complex projects.
- c. Explain the functions of each team member and key project partner and why the selection of those members/partners is appropriate for the project.

## **2. Project Summary**

- a. Present a clear and concise description of the operational goals, objectives, and activities of the proposed center. Describe how the goals, objectives and activities of the proposed project will increase the knowledge and adoption of alternative fuels and alternative fuel vehicle technologies in Central California.
- b. Identify a comprehensive list of alternative fuel and vehicle technology related problems that are specific to Central California and explain how the center's operational goals, objectives, and activities will address those problems.
- c. Describe a plan to recruit key partners along with a list of expected partnerships. Refer to the Partnership Requirements section in the Section II.
- d. Describe how the proposed project will improve public awareness of alternative fuels and alternative fuel vehicle technologies in Central California. Document assumptions and calculations used and explain how they are reasonable.
- e. Describe how the proposed project will increase deployment and/or adoption of alternative technology fuels and vehicles in Central California. Document assumptions and calculations used and explain how they are reasonable.

## **3. Project Implementation**

- a. Present a comprehensive and credible scope of work which includes, in a logical manner, the project schedule, the sequence of tasks, and how the tasks are related to or are dependent on each other.
- b. Identify the necessary equipment and materials for the proposed project.
- c. Describe the applicant's plan to continue the proposed project beyond the term of Energy Commission's funding agreement.
- d. Document the applicant's internal controls and other strategies employed to ensure the proposed project will be completed timely, effectively, efficiently, and within budget.
- e. Explain how the proposed project location enhances the project's ability to achieve the identified goals and objectives of the project including the expected benefits described in the application.

## **4. Project Readiness**

- a. Document site control or access rights to the proposed project site or building facility. Documentation may include, but is not limited to: leases, ownership, or access rights. If site control is not secured at the time of application, explain how site control will be obtained and the anticipated timeline to secure the project site.
- b. Provide a comprehensive list of permits required for the project. Identify which permits have been obtained. For permits not yet obtained, explain

the process to obtain the permits along with anticipated timelines to obtain the permits.

- c. Include information documenting progress towards achieving compliance under the California Environmental Quality Act (CEQA). If CEQA compliance has not been obtained, applications must include a schedule to complete CEQA activities for the proposed project. See Item F below for the requirements for CEQA.
- d. Document the key financial and contractual relationships needed to complete the project through letters of commitment from key project supporters/partners.

**5. Project Budget/Finance**

- a. Demonstrate and justify the need for state funding.
- b. Describe how the amount of requested Energy Commission funding is reasonable relative to the expected benefits to Central California.
- c. Describe and document proposed match share contributions (if any).
- d. Describe how the proposed project's budget is cost effective and reasonable relative to the scope of work.
- e. Show how administration and overhead expenditures are minimized.
- f. Present credible strategies in securing additional capital, as needed, to ensure project success and the continued operations of the project beyond the Energy Commission's funding agreement.
- g. Demonstrate how the proposed project will result in annual GHG reductions and how the proposed project will result in a greater benefit-cost score defined as the amount of GHG reductions per dollar of Energy Commission funding. Document assumptions and calculations used and explain how they are reasonable.

**6. Expected Economic Benefits**

- a. Describe how the proposed project will result in high quality and quantity of jobs within Central California. Provide a list of expected job classifications, anticipated wage rates, and expected longevity of the jobs.
- b. Describe how the proposed project will result in beneficial local and state tax impacts. Document assumptions and calculations used and explain how they are reasonable.
- c. Describe how the proposed project will benefit economically distressed and/or high employment unemployment areas within Central California. Document assumptions and calculations used and explain how they are reasonable.

**C. Scope of Work:** Applicants must include a completed Scope of Work utilizing the template contained in Attachment 2. Instructions for completing the Scope of Work as well as a sample are included in Attachment 3. The description of activities proposed in the Project Narrative must conform to the Tasks described in the Scope of Work. Electronic files for the Scope of Work must be in MS Word.

**D. Schedule of Products and Due Dates:** Applicants must include a completed Schedule of Products and Due Dates (Attachment 4). All work must be scheduled for completion by June 30, 2018. Instructions for the Schedule of Products and Due Dates are included in Attachment 4. Electronic files for the Schedule of Products and Due Dates must be in MS Excel.

## E. Project Team

1. Identify, by name, all key personnel assigned to the project, including the project manager, and clearly describe their individual areas of responsibility. The project manager is the one individual responsible for interacting with the CAM on all issues relating to the overall project and coordinating all aspects of work under the project.
2. For each individual, include company, position title, job description, individual resume (maximum of two pages), and contact information.
3. Provide a list of past projects detailing relevant technical and business experience.

## F. Letters of Support/Commitment: Applications should include letter(s) of support/commitment which are limited to 2 pages maximum each. The letter(s) are not counted against the page limitations specified in this solicitation. The letter(s), some of which are mandatory, must include complete contact information so the Energy Commission is able to efficiently contact the letter writer, as necessary.

1. **Key Project Partners (MANDATORY):** Applications must include letters of support/commitment for each key project partner identified in the application.
2. **Third-party Match Share Contributors (MANDATORY if match funding is proposed):** Letters must identify funding source(s), types and terms of match agreements, and commit to providing the identified match funding. Letters shall contain a telephone number to allow the Energy Commission to contact the match share partner or representative to confirm the commitment and authority to commit matching funds to the proposed project. Applicants are encouraged to submit additional documentation to further substantiate the commitment from each match share partner. Examples include past projects funded by match share partner.
3. **Letters of Support (OPTIONAL):** Applicants are encouraged to submit additional letter(s) of support that further substantiate the estimated demand and/or the potential benefits of the proposed project. Third-party letters of support can be provided by, but are not limited to: air districts, state or federal agencies, local safety officials, potential uses for the proposed biofuel, and any other relevant organizations.

## G. Budget Forms and Information

1. The applicant must submit information on **all** budget forms contained in Attachment 5. All budget forms are required because they will be used for the agreement prepared with the winning applicant(s). A separate set of complete budget forms, including the full set of worksheets, is required for the Applicant and for each subcontract containing: 1) \$100,000 or more of Energy Commission funds; or 2) 25% or more of the total Energy Commission funds requested.
2. Detailed instructions for completing these forms are included at the beginning of Attachment 5.

3. Rates and personnel shown must reflect rates and personnel you would charge if you were chosen as the Recipient for this solicitation. The salaries, rates, and other costs entered on these forms become a part of the final agreement. The entire term of the agreement and projected rate increases must be considered when preparing the budget. The rates proposed are considered capped and shall not change during the term of the agreement. The Recipient shall only be reimbursed for their **actual** rates up to these rate caps. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs).
4. The information provided in these forms will **not** be kept confidential.
5. All reimbursable expenditures must be expended within the approved term of the funding agreement. Expenditures may be counted as match share only after the Energy Commission notifies the applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). However, match expenditures incurred prior to the full execution of a funding agreement are made at the applicant's own risk.
6. The Budget should allow for the expenses of a Kick-off Meeting, at least one (1) Critical Project Review meeting, and a Final meeting. It is anticipated that meetings will be conducted at the Energy Commission located in Sacramento, CA.
7. Applicants should budget for permits, insurance, etc. The Energy Commission will not pay for permitting, but it should be accounted for in match share.
8. The Budget should allow for the preparation and submission of monthly progress reports (1-2 pages each) during the approved term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to successful applicants.
9. The purchase of equipment (defined as items with a unit cost greater than \$5,000 and a useful life of greater than one year) with Energy Commission funds will require disposition of purchased equipment at the end of the project. Typically, Grant Recipients may continue to utilize equipment purchased with Energy Commission funds as long as the use is consistent with the intent of the original agreement. ***There are no disposition requirements for equipment purchased with match share funding.***
10. The Budget must reflect estimates for **actual** costs to be incurred during the approved term of the project. The Energy Commission can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.
11. Applicants shall **NOT** budget for, and **CANNOT** be reimbursed for, more than their actual allowable expenses (i.e., the budget cannot include profit, fees, or markups) under the agreement. Subcontractors (all tiers) are allowed to include up to a maximum total of 10% profit, fees or mark-ups on their own actual allowable expenses less any expenses further subcontracted to other entities (i.e., profit, fees and markups are not allowed on subcontractor expenses). For example, if a subcontractor has \$100,000 in actual allowable costs but has



further subcontracted \$20,000 to another entity, then the subcontractor can only include up to 10% profit on \$80,000 (\$100,000 minus \$20,000). See terms and conditions for more information on allowable costs.

12. In addition to cost forms, applicants must submit letters of commitment identifying the source(s) and availability of match funding.
13. **IMPORTANT - Payment of Prevailing Wage:** Applicants must read and pay particular attention to the Terms and Conditions Attachment 9 and the section related to Public Works and Payment of Prevailing Wages. Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, termination of the agreement, disruption of projects, and other complications.

**H.** List of Contacts: Applicants must include a list of contacts by completing the template in Attachment 6.

**I. CEQA Worksheet**

Applicants must complete Attachment 7. The Energy Commission requires this information to assist its own determination under the California Environmental Quality Act (Pub. Resource Code Section 21000 et.seq).

Applicants must complete the detailed CEQA Worksheet and submit it with their application. This worksheet will help applicants to determine CEQA compliance obligations by identifying which parts of the project may trigger the need for CEQA compliance. If the project includes only activities that do not trigger CEQA, such as paper studies, then the worksheet will help identify and document this. Failure to complete the worksheet may lead to disqualification of the proposal.

Applicants must also provide documentation of communication with the local agency with jurisdiction over the proposed project for purposes of complying with CEQA. Documentation such as a completed notice of exemption, a letter from the local agency acknowledging their role in the CEQA process, or a CEQA Application to the lead agency that is stamped as received. If no CEQA review would be required by the local agency, provide documentation (letter or e-mail) from the local agency explaining why not.

Applicants must complete the CEQA process within 30 days of the NOPA. Failure to do so may result in cancellation of the award and an award to the next highest scoring project.

- J.** Local Health Impacts Information: Applicants must complete Attachment 8. The Energy Commission requires this information to assist its own determination on the localized health impacts of the proposed project.
- K.** ARFVTP Funding Restriction Certification: Applicants must review Attachment 10, (Exhibit D) Special Terms and Conditions regarding ARFVTP "Funding Restrictions" and complete the certification on Attachment 11.

## **IV. Evaluation Process and Criteria**

### **APPLICATION EVALUATION**

This section explains how the applications will be evaluated.

An applicant's application will be evaluated and scored based on their response to the information requested in this solicitation. The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

To evaluate all applications, the Energy Commission will organize an Evaluation Committee. The Evaluation Committee may consist of Energy Commission staff or staff of other California state entities.

### **Screening Criteria**

The Contracts, Grants and Loans Office will screen applications for compliance with the Administrative Screening Criteria identified below. The Evaluation Committee will screen applications for compliance with the Technical Screening criteria identified below. Applications that fail any of the Administrative or Technical Screening Criteria shall be disqualified and eliminated from further evaluation.

#### **Administrative Screening Criteria**

1. The application is received by the Energy Commission's Grants and Loans Office by the specified due date and time in Section I of this solicitation.
2. The Application Form (Attachment 1) is complete, and is signed by the applicant's authorized representative.
3. The application does not contain confidential information or any portion marked confidential.
4. The applicant agrees to the Terms and Conditions (Attachment 9, Exhibit C), to the Special Terms and Conditions (Attachment 10, Exhibit D), and to meet all requirements of the solicitation by signing the Application Form.
5. The application does not include any statement in the application that acceptance is based on modifications to those terms and conditions or separate terms and conditions.
6. The application is prepared in the mandatory format described.
7. The budget forms are filled out completely.

#### **Technical Screening Criteria**

1. The applicant is an eligible applicant (Section II, Eligible Applicants).
2. The project is an eligible project (Section II, Eligible Projects).

## **Grounds to Reject an Application**

In addition to the Screening Criteria identified above, the Energy Commission reserves the right to reject an application and/or cancel an award if at any time during the application or agreement process the following circumstances are discovered:

- The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.
- The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.
- The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.
- The applicant has previously received funding through a Public Interest Energy Research (PIER) agreement, has received the PIER Royalty Review letter which the Energy Commission annually sends out to remind past recipients of their obligations to pay royalties, and has not responded to the letter or is otherwise not in compliance with repaying royalties.

## **Technical Evaluation**

Applications passing all screening criteria will be submitted to the Evaluation Committee to review and score based on the Evaluation Criteria in this solicitation.

During the evaluation and selection process, the Evaluation Committee may schedule a clarification interview with an applicant that will either be held by telephone or in person at the Energy Commission for the purpose of clarification and verification of information provided in the application. However, these interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

The total score for each application will be the average of the combined scores of all Evaluation Committee members. A minimum score of 70 percent is required for the application to be eligible for funding. The Energy Commission will recommend awards, starting with the highest ranked project, until funds in this solicitation are exhausted.

## **NOTICE OF PROPOSED AWARD**

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include the recommended funding level and the rank order of applicants. The Energy Commission will post the NOPA at the Energy Commission's headquarters in Sacramento, will publish the NOPA on the Energy Commission's website, and will mail the NOPA to all parties that submitted an application.

## **DEBRIEFINGS**

Unsuccessful applicants may request a debriefing after the release of the NOPA. A request for debriefing must be received no later than 15 days after the NOPA is released.

## **SCORING SCALE**

Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria Worksheet.

<b>% of Possible Points</b>	<b>Interpretation</b>	<b>Explanation for Percentage Points</b>
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the applicant's response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	All requirements are addressed with the highest degree of confidence in the applicant's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.

## EVALUATION CRITERIA

<b>Criterion</b>	<b>Possible Points</b>
<b>Relevant Experience and Qualifications</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>The project team's qualifications (including relevant expertise, experience, and skill sets) are suitable to the tasks described in the proposed Scope of Work.</li> <li>The applicant demonstrates the ability to meet deadlines and complete milestones associated with large, complex projects.</li> <li>Team member and key project partner functions are fully documented, complete and appropriate for successful project implementation.</li> </ul>	20
<b>Project Summary</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>The proposed project's operational goals, objectives, and activities increase the knowledge and adoption of alternative fuels and alternative fuel vehicles in Central California.</li> </ul>	25

<ul style="list-style-type: none"> <li>• The proposed project solves alternative fuel and vehicle technology related problems that are specific to Central California.</li> <li>• The application presents a viable and credible plan to recruit key partners that will increase the effectiveness of the proposed project.</li> <li>• The proposed project improves public awareness of alternative fuels and vehicle technologies in Central California.</li> <li>• The proposed project increases deployment and/or adoption of alternative technology fuels and vehicles in Central California.</li> </ul>	
<b>Project Implementation</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>• The scope of work is complete, credible, and logical.</li> <li>• The applicant identifies the necessary equipment and materials for the proposed project.</li> <li>• The applicant demonstrates a viable and credible plan to continue operating the proposed project beyond the term of the Energy Commission's funding agreement.</li> <li>• The applicant demonstrates that the proposed project will be completed timely, effectively, efficiently, and within budget.</li> <li>• The proposed project location enhances the project's ability to achieve the identified goals and objectives of the project including the expected benefits described in the application.</li> </ul>	20
<b>Project Readiness</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>• Site control or access rights to the proposed project site and/or building facility are secured.</li> <li>• Permits, including California Environmental Quality Act (CEQA) compliance, required for the project are known and permitting timelines are documented and reasonable.</li> <li>• The project has obtained required permitting, including CEQA compliance.</li> <li>• The permitting schedule ensures successful project completion within the timeframes specified in this solicitation.</li> <li>• The key financial and contractual relationships needed to complete the project are documented through letters of commitment from key project supporters/partners.</li> </ul>	10
<b>Project Budget/Finance</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>• The applicant demonstrates the need for state funding.</li> <li>• The amount of requested Energy Commission funding is reasonable relative to the expected benefits to Central California.</li> <li>• The proposed project's budget is cost effective and reasonable relative to the scope of work.</li> <li>• Non-state matching funds (cash and/or in-kind services) are committed to the project.</li> <li>• Administration and overhead costs are minimized.</li> <li>• The applicant presents credible strategies in securing additional capital, as needed, to ensure project success.</li> <li>• The budget forms are filled out completely and accurately.</li> <li>• The proposed project results in annual GHG reductions and the proposed project results in a greater benefit-cost score defined as the</li> </ul>	20

amount of GHG reductions per dollar of Energy Commission funding.	
<b>Expected Economic Benefits</b> Applications will be evaluated on the degree to which: <ul style="list-style-type: none"> <li>• The proposed project will result in high quality and quantity of jobs within Central California.</li> <li>• The proposed project will result in beneficial local and state tax impacts.</li> <li>• The proposed project will benefit economically distressed and/or high employment <u>unemployment</u> areas within Central California.</li> </ul>	5
<b>Total Possible Points</b>	<b>100</b>
<b>Minimum Passing Score (70%)</b>	<b>70</b>

## TIE BREAKERS

If the score for two or more applications are tied, the application with a higher score in the Project Summary criterion will be ranked higher. If still tied, an objective tie-breaker (such as a random drawing) will be utilized.

## V. Administration

### DEFINITION OF KEY WORDS

Important definitions for this solicitation are presented below:

Word/Term	Definition
Applicant	Respondent to this solicitation
Application	Formal written response to this document from applicant
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
Energy Commission	California Energy Commission
Solicitation	Program Opportunity Notice, which refers to this entire solicitation document and all its attachments and exhibits
State	State of California

### COST OF DEVELOPING APPLICATION

The applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State.

### CONFIDENTIAL INFORMATION

The Energy Commission will not accept or retain any applications that have any portion marked confidential.

### SOLICITATION CANCELLATION AND AMENDMENTS

It is the policy of the Energy Commission not to solicit applications unless there is a bona fide intention to award an agreement. However, if it is in the State's best interest, the Energy Commission reserves the right to do any of the following:

- Cancel this solicitation.
- Revise the amount of funds available under this solicitation.
- Amend this solicitation as needed.
- Reject any or all applications received in response to this solicitation.

If the solicitation is amended, the Energy Commission will send an addendum to all parties who requested the solicitation and will also post it on the Energy Commission's website at [www.energy.ca.gov/contracts](http://www.energy.ca.gov/contracts).

### ERRORS

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the applicant shall immediately notify the Energy Commission of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the solicitation, without divulging the source of the request for clarification. The Energy Commission shall not be responsible for failure to correct errors.

### MODIFYING OR WITHDRAWAL OF APPLICATION

An applicant may, by letter to the Commission Agreement Officer at the Energy Commission, withdraw or modify a submitted application before the deadline to submit applications. Applications cannot be changed after that date and time. An application cannot be "timed" to

expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: "This application and the cost estimate are valid for 60 days."

### **IMMATERIAL DEFECT**

The Energy Commission may waive any immaterial defect or deviation contained in an applicant's application. The Energy Commission's waiver shall in no way modify the application or excuse the successful applicant from full compliance.

### **DISPOSITION OF APPLICANT'S DOCUMENTS**

The entire evaluation process from receipt of applications up to the posting of the Notice of Proposed Award is confidential. On the Notice of Proposed Award posting date, or date of solicitation cancellation, all applications and related material submitted in response to this solicitation become a part of the property of the State and public record. Applicants who want any work examples they submitted with their applications returned to them shall make this request and provide either sufficient postage or a Courier Charge Code to fund the cost of returning the examples.

### **APPLICANTS' ADMONISHMENT**

This solicitation contains the instructions governing the requirements for a firm quotation to be submitted by interested applicants, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and applicant responsibilities. Applicants must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

### **AGREEMENT REQUIREMENTS**

The content of this solicitation shall be incorporated by reference into the final agreement. See the sample agreement terms and conditions included in this solicitation.

The Energy Commission reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both. If the Energy Commission is unable to successfully negotiate and execute a funding agreement with an applicant, the Energy Commission, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

The Energy Commission must formally approve all proposed grant awards. ARFVTP agreements for over \$75,000 must be scheduled and considered at an Energy Commission Business Meeting for approval by the Energy Commission.

Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an agreement with the Energy Commission and designating an authorized representative to sign.

The Energy Commission will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, the Energy Commission will fully execute the agreement. Recipients are approved to begin the project only after full execution of the agreement.



**No AGREEMENT UNTIL SIGNED AND APPROVED**

No agreement between the Energy Commission and the successful applicant is in effect until the agreement is signed by the Recipient, approved at an Energy Commission Business Meeting, and signed by the Energy Commission representative.

The Energy Commission reserves the right to modify the award documents prior to executing the agreement.